

**UW-LA CROSSE  
REQUEST FOR VACATION CARRYOVER APPROVAL  
CLASSIFIED EMPLOYEE**

Up to 40 hours (prorated based upon the employee's percentage of appointment) will automatically be carried over. Hours in excess of this amount require the Request for Vacation Carryover Approval form to be completed, signed and received by Human Resources before the end of the calendar year (12/28). See examples below.

Example: Employee has 100% appointment. Vacation balance = 60 hours, 40 hours automatically carried over, 20 hours requires approval.

Example: Employee has a 92% appointment. Vacation balance = 50 hours, 36.8 hours automatically carried over, 13.2 hours requires approval.

*I request carryover of my vacation in excess of 40 hours (prorated based on employee's percentage of appointment if less than 100%). I am aware that any vacation carried over from one calendar year to the next must be used by June 30 or it will expire.*

The amount of vacation requiring approval is: \_\_\_\_\_ hours.

Employee Name: \_\_\_\_\_  
(Please print clearly)

Employee signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*I approve the request to carryover the vacation in excess of the 40 hours (prorated based upon the employee's percentage of appointment) that will automatically be carried over.*

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Human Resource approval: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_